

DUTY STATEMENT

Classification: Energy Commission Specialist II (EFF)	Position No. 6500-4936-001
CBID: R10	Office: Special Projects
Date Prepared: October 15, 2009	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION: Under the direction and supervision of the Energy Commission (TED) Supervisor II in the Special Projects Office of the Fuels and Transportation Division, the incumbent will serve as a lead for the development of programs to incorporate energy and greenhouse gas reduction considerations in local land use planning documents.

WORKING CONDITIONS: The work is performed primarily in an office, conference room, and hearing room environment and may require standing and walking, as well as sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level may be high. Travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx, and Internet browsers. The incumbent will participate in meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 40% Serve as the lead for the development of programs to incorporate energy and greenhouse gas reduction considerations in local land use planning documents. The incumbent will plan, develop, and implement a program to assess regional and local land use policies and activities that effect energy production, energy use, and efficient transportation fuel consumption, including complex analyses of energy efficiency, conservation, and renewable and distributed energy technologies and their relationship with local, regional and state land use planning and environmental laws and objectives. The incumbent will lead the technical work of staff and coordinate with the Unit Supervisor to plan the team's work, identify the role of each team member, and ensure the technical work meets the Office's standards for quality. (E)
- 30% Provide subject-matter expert consultation services on the energy implications associated with local, regional, and state land use planning and policies to Energy Commission management and other government agencies. Meet with other agencies, researchers, local and regional governments, and stakeholders to coordinate analyses in areas of

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mutual concern. Develop plans to incorporate these policies into programs to assist local government efforts to address land use issues associated with energy efficiency and conservation efforts that contribute to meeting the state's climate change goals. (E)

25% Plan and organize briefings and reports of quantitative and qualitative analyses related to local government efforts to incorporate energy and greenhouse gas considerations to Commissioners, Resources Agency, Governor's Office and legislative staff. Prepare presentations, written materials, and present conclusions, recommendations, and testimony for the Energy Commission's Energy Report and other publications on transportation fuel topics and policy issues. (E)

5% Perform other duties as required consistent with the specifications of this classification. (M)

Signatures	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL DUTIES OF THIS POSITION.	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> VACANT Date </div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Energy Commission Specialist II (EFF) </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> William Pfanner Date </div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Energy Commission Supervisor II (TED) </div>

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